

## **Refund Fee(s) - Motion to**

### **Instructions:**

**Select** *Bankruptcy*

**Select** *Motions*

**Enter** case number

**Verify** case number is correct

**Select** Document Event: [Refund Fee\(s\)](#)

**Insert** “Notice” if the document is titled Motion and Notice

**Select** Party

- Party filer not listed, Add/Create New Party

**Browse, Verify and attach** the correct pdf file

- Add attachments, if applicable

**Select** Appropriate Event to which this event relates

- Narrow search by selecting the category type. Highlight all categories if unsure which category.
- Narrow search further, if desired, by file date range or document # range.
- Select event

**Review Docket Text for accuracy**

**Warning!!** Verify entry is correct before submitting.